

American Embassy, Amman

Vacancy Announcement

ANNOUNCEMENT NUMBER: 12- 31

OPEN TO: Eligible Family Members (EFMs) – All Agencies

POSITION: Dardashah Editor; FP-09

OPENING DATE: March 22, 2012

CLOSING DATE: April 4, 2012

WORK HOURS: Part time; 20 hours per week

SALARY: * EFM: Position Grade: FP-09

The U.S. Embassy in Amman is seeking an individual for the position of Management Clerk in the Management Office. The position is scheduled for 20 hours per week.

NOTE: ONLY ELIGIBLE FAMILY MEMBERS (EFMs) AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. AN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.

BASIC FUNCTION OF POSITION

The incumbent's primary duties are to produce/edit/distribute the post's weekly newsletter (DARDASHAH). The incumbent will screen telephone calls, draft routine correspondence and telegrams, maintain files, write and track and research and/or assemble materials for a report or project.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of high school is required.
2. Must be fluent in English (level 4) written and spoken.
3. Two years experience in clerical and administrative work including writing and editing newsletters is required. Must have experience with Microsoft Publisher or related software is necessary to be able to create a newsletter with a layout that is pleasant and easy to read.
4. Must be able to use initiative in gathering information of interest to the Embassy community. Editor must be creative and organized.
5. Editing and proof reading ability for the writing of articles, good judgment, knowledge of what should and should not be published, and the ability to succinctly write are required.

SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must have at least six months remaining at post from the closing date of the vacancy.

TO APPLY:

Interested applicants for this position should submit the following:

1. Application for Federal Employment (DS-174); or
2. A current resume or curriculum vitae that provides the same information as a DS-174;
3. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 form with their application. For more information on Veteran's Preference, go to <http://www.opm.gov/veterans/> ; plus

4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office
Fax 593- 1598

Applications can be submitted electronically through AmmanEmployment@state.gov.

DEFINITIONS:

EFM: ELIGIBLE FAMILY MEMBER - the 3 FAM 7120 refers to [14 FAM 511.3](#) for the definition of Eligible Family Member, including children, parents (including step parents and legally adoptive parents), siblings, spouse and certified [Same Sex Domestic Partners](#).

Certified/declared domestic partners, as per 3 FAM 1610, on an employee's official transfer orders are EFMs, not [Members of Household](#) (MOH). (reiterated in [2010 STATE 70636](#))

AEFM:

A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

1. U.S. citizen;
2. Spouse or dependent who is at least age 18;
3. Listed on the travel orders of a Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority;
4. Resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad;
5. Does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

CLOSING DATE FOR THIS POSITION: April 4, 2012

The US Mission in Amman provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department

of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.